

**Accounting Changes Related
to the
Implementation of Oracle Financials
September 27, 2001**

The following changes are effective October 1, 2001, with the implementation of Oracle Financials 11i, the replacement core accounting system for FFS. The implementation affects Access Board and Chemical Safety Board.

Central Contractor Registration (CCR)

Vendors are identified in Oracle Financials by their Data Universal Numbering System (DUNS) number. This change is being made to comply with the recent mandate by OMB to use the Central Contractor Registration System (CCR). As a result, vendors that do not accept the government purchase card will be required to register and supply their payment information in the CCR system. To register, vendors need a DUNS number to uniquely identify themselves. Additional information on this topic may be found at arc.publicdebt.treas.gov/fs/fsvendorpayments.htm.

ARC accounting personnel have been contacting vendors on FY 2001 orders to notify them of this requirement. If you receive any questions concerning CCR, please refer them to Bernadette Kern at 304-480-7003.

Procurement System

The Acquire Procurement System will continue to be used to submit procurement requests to ARC's Procurement Division. The system will not be interfaced to Oracle Financials, so commitment entries will not be recorded. Obligation entries related to contracts and purchase orders will be recorded in Oracle Financials manually by accounting technicians. ARC Procurement will provide a paper copy of the order, along with a paper copy of the vendor's CCR data, to our accounting staff for recording the transaction.

The new procurement system, Compusearch Prism, will be implemented during FY 2002. The new system will be fully integrated with the Oracle Financials system.

Purchase Cards

Customer agencies should use purchase cards to the greatest extent possible when making purchases under \$2,500. These purchases may also be made with purchase card convenience checks, when the vendor cannot accept a purchase card. No entries in Acquire are required for purchases made with the purchase card or convenience checks by the customer.

Purchases over \$2,500 should be requested on a purchase request submitted using Acquire. Questions concerning the use of purchase cards can be directed to Becky Thompson at 304-480-7079 or Bernadette Kern at 304-480-7003.

NFC Payroll Data

NFC payroll data will be recorded in Oracle manually until an automated interface is completed. Detailed payroll reports will continue to be generated and provided to customer agencies via the customer page under the 'Reports' button. Summary entries will be recorded in Oracle for each completed pay period. We will not have a separate entry for each week's activity during this interim period. Questions concerning payroll entries and reports may be directed to John Wilson at 304-480-7012.

Updated Customer Page

Customer pages for Access Board and Chemical Safety Board will be updated to include a link to Oracle Discoverer. Discoverer is the reporting system for accessing Oracle Financial data. User login instructions will be provided October 1, 2001, to registered users of the system. Users having difficulty accessing Discoverer may contact Dave Eddy at 304-480-7005 or the ARC Helpdesk at 304-480-7272.

Data Conversion

Beginning October 1, 2001, FY 2002 data will be input into Oracle Financials. Open items of prior year funds including obligations, receivables, and payables will be converted to Oracle Financials at the close of accounting period 12 on October 10, 2001. Post-closing general ledger balances will be converted for these prior fiscal year funds after the close of period 13 on October 19, 2001.

Some vendor payments will be paid earlier than their scheduled due date to facilitate the data conversion. No vendor invoices will be paid late as a result of the conversion to Oracle Financials. Questions concerning the data conversion to Oracle should be directed to Richard McFee at 304-480-7106.

Numbering Changes

Numbering changes related to the Oracle Financials system and Travel Manager system include the following:

1. Customer agency code. The customer agency code is now 3 characters instead of two. This change is reflected in the new codes for fund, cost center, reporting category, project, and document number within Oracle Financials.
 - a. AB = ABA
 - b. CS = CSB
2. Fund code. The fund code has been changed to reflect a combination of the fund symbol and the type of budget authority. See [*Oracle Financials Accounting Code Structure*](#) and your agency's specific accounting structure for additional details.

No changes to the funds and cost codes are made within the Acquire system. Our accounting staff will manually convert the codes in Acquire to the required Oracle Financials codes.

Questions concerning the accounting structure can be directed to Felicia Sharpe at 304-480-7014.